

OGC Has Reviewed

**DRAFT**

TO: Services Officer

DATE:

FROM:

SUBJECT: Negotiation of Contracts

25X1A

REFERENCE: [REDACTED]

1. Pending issuance of complete regulations governing procurement under recent enabling legislation, the officers authorized to enter into contracts in the name of the Agency are authorized to negotiate purchases and contracts without advertising where the aggregate amount involved does not exceed \$1,000.00.

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[REDACTED] where the amount involved exceeds \$1,000.00, prior approval of the Executive will be required.

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2. In the negotiation of contracts, appropriate steps will be taken to assure that the savings resulting from this procedure will not be exceeded by increased costs arising out of a failure to advertise.